

1.0 COMPANY STATEMENT

AZ-FLASH Companies, LLC, is a company that consists of a Del E. Webb School of Construction professor and four students selected for their abilities to assimilate data and perform independent research projects. The company was formed to conduct small research projects that focus upon the collection, coordination, compiling and analysis of data in large sets.

The task of performing an inventory of existing supplements to the Specifications and Details for Public Works Construction produced by the Maricopa Association of Governments (MAG) member agencies is very well suited for individuals with experience in data collection, researching, and compiling information in a succinct manner. This type of work is what University students at both the graduate and undergraduate level complete on a daily basis. Research projects all begin with the data collection phase. Prior to engaging in any research effort, an inventory of what currently exists in the field, what is currently being researched related to the efforts and what publications are being produced is the standard. Upon collection and researching the existing information, data is then collected and organized so that it can be incorporated for use within the next phase of a project or placed in a database system where it can be easily accessed for future reference. Hence, the nature of this project is something that a combination of faculty and student resources can easily tackle. The role of a faculty supervisor is to oversee these students to ensure that the necessary and required data is being collected and to advise students upon the methods to complete tasks of this nature.

The manner in which we intend to approach this work is on a task related basis. We plan to utilize the Task structure set forth in the RFP and work to complete the project using it as our basis for functioning.

2.0 WORK PLAN

Task 1 – Conducting Document Inventory

To complete the document inventory the team will begin the project by first identifying the current member agencies within the Maricopa Association of Governments. Upon identification, these agencies will be assigned a letter of the alphabet to distinguish them within the data collection phase of the project, a variable that will be continued throughout the project. Upon determining these member agencies, the list will be evenly distributed among the research team members. Each researcher will then be required to identify the following information regarding the member agency.

- The name and contact information of the member agency
- Determine if they produce supplements to the MAG specifications and details
- Where and how the supplements can be obtained
- Associated purchase costs for the supplements
- Availability of the supplements for website or electronic viewing
- If applicable the URL address for viewing and downloading the supplement
- Timeframe for obtaining documents if not available for electronic viewing or download
- Frequency and date/s that revisions to these supplements are published.

- Software used for producing specifications
- Software used for producing details

Once this information is obtained for the assigned member agencies, each team member will place the information in a table that will be later merged to a summary table that includes all of the collected information for the project. For illustration purposes, Table 1.0 included in Appendix A shows the structure of the planned summary table.

In addition to the Table, a paragraph noting any special information regarding the collected information for each member agency will be included. Upon completion of Task 1, a draft will be submitted in both hardcopy and electronic format to the MAG project manager for review and comment, prior to producing the final deliverable. Inclusion of all comments and suggestions will be included within the final document. AZ-FLASH Companies will also prepare a written progress report to the MAG committee and orally present their findings prior to submitting the results of Task 1 to the committee if so desired.

Deliverable: Agency Supplement Summary Report

Upon completion of the final review of the material by the MAG project manager, AZ-FLASH Companies will provide a written report that contains the data collected within Task 1, along with any additional collected information that aids in the clarification of the completed work.

The Agency Supplement Summary Report will be submitted to the MAG project manager in electronic format, including the original files and in PDF format and 30 bound hard copies of the report.

Task 2 – Collect Agency Supplements

Each member of the research team will be responsible for collecting the supplements from the individual member agency assigned in Task 1 in both electronic and hard copy. Upon collection, the supplements will be reviewed to determine if they meet the format requirements set forth by MAG in the RFP. If the files require electronic reformatting, the researchers will reformat the Specs and Details into the appropriate software package. Upon completion of this, the supplements will be electronically submitted to MAG in CD format. Details will be provided in the native word processing format and Adobe Acrobat Reader format and in CAD if available. The Specifications will be in an electronically editable format. The proposed organization of the collected agency supplements on the CD will be alphabetical. Each agency will have a folder on the CD containing two separate folders, one for Details and one for Specifications. Contained within the details folder will be separate folders for the details that are available in the native word processing format Adobe Acrobat Reader format and one for the files available in CAD format. All files will be saved with a naming convention that directly reflects the MAG standard that they supplement.

For example if the Arizona Department of Transportation (ADOT) had a supplement to the MAG Specification standards relating to clearing and grubbing of a site, the file would be found in the ADOT file in the Specification folder, within the folder labeled Part 200 Earthwork, labeled Section 201 Clearing and Grubbing.

A complete set of the collected supplements will also be provided to MAG in a hardcopy format for inclusion in the document library.

Deliverable: Agency Supplement Library

The collected agency supplements will be delivered to MAG offices in both electronic and hardcopy format. These supplements will be electronically submitted to MAG in CD format. Details will be provided in the native word processing format, Adobe Acrobat Reader format and in CAD if available. The Specifications will be in an electronically editable format.

Task 3 – Conduct Document Review and Analysis

The member agency supplements will be separated according to the existing MAG Specs and Details structure for analysis and distributed amongst the research team. Each member will be assigned certain parts of the MAG Specifications and Details to analyze. The analysis will include separating the supplements into the two major categories desired by MAG.

Category A – Modification of existing MAG Specs and Details

Specifications and details that modify existing MAG standards will be grouped by specification section and detail type based on the current MAG Specs and Details organization structure.

Category B – Topics not currently included in the MAG Specs and Details

Specifications and details for topics not currently included in the MAG specs and Details shall be grouped based on subject matter.

Summary tables will be provided for each Category and be separated according to current MAG Spec and Detail organization structure. Table 2.0 illustrates a sample table for Category A supplements that modify specifications to the current MAG Specifications within Part 200 Earthwork.

Table 2.0 Category A: Supplements to Modifications to Part 200 – Earthwork Specifications

Modifying Agency	Section and Title Modified	Modification Description
ADOT	201 Clearing and Grubbing	Grubbed material only has to be 12 inches below final grade versus 18

Deliverable: Inventory Report

The inventory report will include the results of the analysis performed on the various supplements and how they relate to the current MAG Specifications and Details. The Inventory Report will be submitted to the MAG project manager in electronic format, including the original files and in PDF format and 30 bound hard copies of the report.

Task 4 - Recommendations

Based upon the collection and analysis performed upon the MAG member agency supplements, recommendations will be made regarding the organization of these supplements. This will include how to more efficiently and effectively make these supplements available to contractors and MAG alike. Recommendations regarding trends noted in the supplements that MAG may wish to address regarding different standards used by other agencies will also be highlighted. The focus of the recommendation section will be to highlight areas that MAG may wish to consider consolidating and revising to develop new standards, thereby minimizing the number of agency supplements.

Deliverable: Final Recommendations Report

This report will outline a suggested plan of action for the MAG Specification and Details committee to streamline the incorporation of the supplements published by the member agencies. This will include suggested timelines, formats and locations for access to these supplements that are efficient and readily available.

3.0 PRELIMINARY SCHEDULE

[illegible]

Members of the project team will present the progress of the project at the monthly Specification and Details committee meetings. Progress reports and invoices will be submitted on a monthly basis to the program manager, on the Friday, preceding the Wednesday monthly meeting. Draft deliverables will be submitted to the program manager at least a week prior to their scheduled completion date, with final deliverables prepared for monthly committee meetings were possible.

4.0 STAFFING PLAN

Team Member	Responsibility	Percent Effort (hours)
Christine M. Fiori Project Manager	Oversight of project to include timely completion of all deliverables. Prepare Monthly progress reports.	136
Aaron Avery Student Researcher	Collect required supplements and analyze assigned MAG Spec and Detail Section	400
Christopher Horn Student Researcher	Collect required supplements and analyze assigned MAG Spec and Detail Section	395
Jared Langenhuizen Student Researcher	Collect required supplements and analyze assigned MAG Spec and Detail Section	390
Kevin Smith Student Researcher	Collect required supplements and analyze assigned MAG Spec and Detail Section	400

All student researchers will directly report to the project manager. MAG technical staff should be available to review the tasks as they are completed to provide feedback to the researchers.

APPENDIX A – Table 1 – Sample Summary Table